



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 363

OSC Ref. C. 4858⁴³

29th August, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Ministry of Agriculture and Fisheries**:

1. **Administrative Support Officer (GMG/AM 2) – Farmer’s Training Centre, Twickenham Park, St. Catherine**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.
2. **Assistant Housekeeper (LMO/TS 2) - Eltham Training Centre, St. Ann**, salary range \$10,254 - \$11,602 per week and any allowance(s) attached to the post.

1. Administrative Support Officer (GMG/AM 2)

Job Purpose

Under the supervision of the Centre Manager (GMG/AM 3), the Administrative Support Officer (GMG/AM 2) is responsible for performing the administrative and clerical duties of the Farmers’ Training Centre.

Key Responsibilities

Management/Administration:

- Records and dispatches in-coming and out-going correspondence;
- Types correspondence and reports;
- Files all correspondence;
- Updates files including personal files;
- Updates and maintains Attendance Register and prepares monthly report;
- Prepares and submits quarterly Centre Reports;
- Receives and routes telephone calls;
- Ensures that telephone calls are recorded, bills checked and private calls paid for;
- Sources invoices for the purchase of goods and the service and repairs to equipment and submits to Centre Manager;
- Records bookings made for the Centre;
- Informs internal and external customers of the availability of the Centre;
- Collects, records and distributes cheques to suppliers and staff;
- Maintains inventory records for the Centre
- Updates leave records and submits leave applications on behalf of staff to the Director of Human Resource Development;
- Makes request to the Human Resource Development (HRD) Unit for stationery and office supplies;
- Maintains a register of clients who use the Centre in keeping with the HRD Unit’s guidelines and standards;
- Ensures that customers’ expectations are met.

Technical/Professional:

- Reconciles Petty Cash Bills and submits to Centre Manager for verification;
- Prepares fortnightly Paybill;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Ability to work on own initiative
- Interpersonal skills
- Customer and quality focus skills

- Teamwork and co-operation

Functional/Technical:

- Basic Accounting
- Computer skills
- Planning and organizing skills
- Ability to supervise
- Sound knowledge of office operations and practices

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or Certificate in Management Studies
- Training in Customer Service
- One (1) year working experience

2. Assistant Housekeeper (LMO/TS 2)

Job Purpose

Under the direct supervision of the Housekeeper (LMO/TS 5), the Assistant Housekeeper (LMO/TS 2) is responsible for performing the house keeping, dining and food preparation activities duties at the Eltham Training Centre.

Key Responsibilities

- Cleans dormitories and other buildings including kitchen;
- Cleans and maintains bathrooms and ensures that adequate supplies of soap, toilet paper and hand towels are provided;
- Cleans tables, counter tops, stoves and cupboards in the kitchen;
- Sweeps the immediate surroundings of buildings;
- Assists in the preparation and serving of meals and table setting;
- Assists with the washing up of dishes, pots and utensils;
- Clears all garbage from the kitchen area and removes it to storage;
- Launders/washes and irons all tablecloths and house linen ;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Oral and written communication skills
- Customer and quality focus skills
- Ability to work as a team
- Leadership
- Integrity
- Interpersonal skills
- Ability to work on own initiative

Technical/Functional:

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu planning

Minimum Required Qualification and Experience

- Pass in Grade 11 Home Economics at High School
OR
- Attain Grade 11 Standard/Secondary School Level
- One (1) year experience in cooking for large group
- Food Handlers Permit

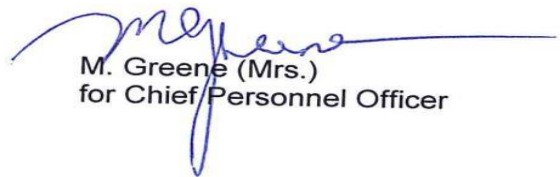
Applications accompanied by résumés should be submitted **no later than Friday, 9th September, 2022 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

E-mail: hrm@moa.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)
for Chief Personnel Officer